

Creating an Agenda

# Agenda Template

Date: \_\_\_\_\_

At our last meeting, we agreed to do the following prior to this meeting:

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## TODAY'S INQUIRY QUESTION FOCUS

### AGENDA ITEMS

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- Planning for the next session
- Reflection (individual or group)

### DOCUMENTATION STRATEGIES

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**PLANNING FOR THE NEXT SESSION**

*Individual action items that need to be done before the next meeting:*

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*Question for the next meeting:*

*Action items to be completed at the next meeting:*

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*Resources or materials needed:*

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**REFLECTION**

*Which criteria for rigorous inquiry are we meeting (✓) and which do we need to tend to?*

- ☐ Using current research and thinking on our topic.
- ☐ Accessing and using multiple perspectives on the topic.
- ☐ Using pertinent new learning in our practice.
- ☐ Collecting and sharing evidence of applied learning.
- ☐ Using various types of data.
- ☐ Using protocols to guide discussion, data analysis, and sharing.
- ☐ Documenting our learning and practice.
- ☐ Reflecting on learning, application of learning, and group processes.